

## DoubleTree Exhibitor Request Form

Convention Name: \_\_\_\_\_

Dates Required: \_\_\_\_\_

Exhibitor Name/Booth Number: \_\_\_\_\_

Onsite Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### ELECTRICAL OUTLETS PER CONNECTION

One Time Charge for Duration of Exhibit Stays

		Price
_____	110 Volts/ 115 Volts/ 120 Volts	
_____	Outlet total capacity 600 watts (5 amps)	\$ 15.00
_____	Outlet total capacity 1800 watts (15 amps)	\$ 30.00
_____	Outlet total capacity 3000 watts (25 amps)	\$ 35.00
_____	220 Volts Single Phase	
_____	Outlet total capacity 1800 watts (15 amps)	\$ 35.00
_____	Outlet total capacity 3000 watts (25 amps)	\$ 45.00
_____	220 Volts Three Phase	
_____	Outlet total capacity 3000 watts (25 amps)	\$100.00

### ADDITIONAL RENTAL EQUIPEMENT AVAILABLE TO BOOTHS

Daily Charge Applicable\*

_____	*Display Easel	\$ 15.00
_____	*Flipchart with Markers	\$ 35.00
_____	*Post-it Note Flipchart with Markers	\$ 50.00
_____	Extension Cord & Power Strip	\$ 15.00
_____	*6' x 6' Screen	\$ 65.00
_____	*42" LCD Color Monitor	\$200.00
_____	Additional Skirted Tables (6' x 30")	\$ 25.00
_____	*Wireless Internet	\$ 25.00

### SHIPPING AND RECEIVING

The DoubleTree will hold packages for up to five days prior to start of your event. Boxes left on premises for longer than three weeks after departure without shipping instructions and method of payment will be discarded.

To ensure proper delivery of packages for your event, each package/label must include the following information: name of guest responsible for receiving/billing of package, name and date of event, name of hotel sales manager, number of boxes, i.e. 1 of 5.

### SHIPPING FEES

The DoubleTree will charge an incoming mail charge for any packages/boxes shipped to the hotel per the schedule below. Exhibitor will be charged day of pickup. Credit card must be provided prior to arrival.

- Packages/Envelopes - \$5 each up to 20lbs, \$10 each for over 20lbs.
- Pallets/Crates/Display Cases - \$75 each.

Should the hotel expect any shipments?

YES \_\_\_\_\_ NO \_\_\_\_\_

Prices do not include the 24% service charge or current Kansas state tax. Please email or fax form back to Senior Event Manager, Jared Sova at [Jared.Sova@Hilton.com](mailto:Jared.Sova@Hilton.com). Once you have submitted this form, please contact Jared Sova via phone at 913-323-1906 to submit credit card payment. Checks may be mailed 14 days prior to event date at 10100 College Boulevard Overland Park, KS 66210-1462 Attn: Jared Sova, Senior Event Manager.